



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

**TO:** Planning Board Members

**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator

**SUBJECT:** Site Plan Approval – JCC Dormitory, 1220 Coffeen Street

**DATE:** April 29, 2013

**Request:** Site Plan Approval for the construction of an approximately 90,000 square foot dormitory on various parcels located on the Jefferson Community College campus, south of Rand Drive and east of Cannoneer Loop

**Applicant:** JCC Faculty-Student Association

**Proposed Use:** Dormitory suites

**Property Owner:** Jefferson County

### Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Type I

County Review: Yes, April 30<sup>th</sup>

### Zoning Information:

District: Residence C	Maximum Lot Coverage: 40%
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zone Required: None

**Project Overview:** The applicant proposes to construct a residence hall on the Jefferson Community College campus. The building will be located on a 6.55 acre portion of the campus near the intersection of Rand Drive and Cannoneer Loop. This 6.55 acre proposed parcel was changed from Residence A to Residence C earlier this year.

The 4-story building will contain 64 suites with 290 beds, totaling about 62,000 square feet. Parking lots will be constructed to the north and east of the building.

**Parking:** The applicant has made all recommended adjustments to the parking layout. The fire hydrant is now located in the Rand Drive margin.

**Pedestrians:** The applicant has shifted the handicap parking to provide sidewalk access, and has labeled ramps. Crosswalks are depicted on the plan, but are outside the project scope and are presumed to be installed by the College after development of the site.

The applicant should install a sidewalk extending eastward from the northeast corner of the building, crossing the parking lot, and connecting with the Rand Drive walk.

The applicant should install pedestrian crossing signage along Cannoneer Loop.

**Lighting:** Light pole locations and heights must be shown on the plan in order to assess fire truck accessibility. As previously mentioned, photometrics are not needed. The applicant must coordinate pole locations with the City Engineer.

**Drainage & Grading:** The applicant must provide copies of the SWPPP and related correspondence with NYSDEC.

The length, depth, and purpose of the 16" CPP near Rand Drive is still not shown. It has been marked for removal on the demolition plan, however.

The applicant must provide a stone rip rap apron at the outlet of the storm sewer pipes on the north side of Rand Drive. A detail was included but it has not been depicted on the plan.

A catch basin on C103 at the south end of the proposed fire road is labeled incorrectly. On C104 it is a manhole.

**Sewer:** An 8" existing sanitary sewer line runs along the western side of the building. The applicant will connect to an existing manhole using a 6" PVC pipe. The proposed sewer is designed to convey more than 2,500 gallons per day and thus requires a sanitary sewer extension permit. The applicant must provide copies of all correspondence with NYSDEC regarding the SPDES permit.

**Landscaping:** The existing site is primarily covered with deciduous brush except for the west side of the site which has several mature spruce trees and other larger deciduous trees located along Cannoneer Loop. Much of the site, including the trees along Cannoneer Loop will be cleared for the construction.

The applicant has provided a landscaping plan with limited information. 27 new trees are proposed, and the existing street trees on Rand Drive will either remain, be relocated, or be replaced in kind. Bio-swales will be installed in five locations along the street right-of-way, and will be the functional equivalent of the planting beds recommended by the Landscaping and Buffer Zone Guidelines.

The conceptual landscaping plan generally meets the intent of the Landscaping and Buffer Zone Guidelines, however, the applicant must submit an updated and finalized Landscaping Plan that contains a quantity and species schedule. When preparing the plan, the applicant is reminded to diversify the tree species such that no one tree species accounts for more than 15% of the total. Additional trees around the perimeter of the parking areas should also be added.

Code Enforcement has requested that the planting plan along the west façade of the building be altered to ensure access for the ladder truck. The trees between Cannoneer Loop and the west tower must be reduced in number and size—for example, three small-maturing ornamental deciduous trees instead of the four large-maturing trees currently shown.

The landscaping plan must be submitted to the Planning Office for approval and the approved plan must be installed prior to the issuance of a Certificate of Occupancy.

**Miscellaneous:** The applicant must provide at least one original survey, stamped and signed by a NYS licensed surveyor. Current tax parcel lines and labels, including the paper streets, should be shown in the survey.

Code Enforcement remains unsatisfied by the proposed fire truck access. They have requested a 26' access road that brings the truck within 75 feet (the reach of the ladder) of all windows and the roof. A walkway from the rear

patio to the fire road is also required. The applicant must revise the plan to include fire apparatus access to the entire exterior of the facility, subject to approval by Code Enforcement.

The Fire Department has also requested that KNOX boxes be installed at all secured building entrances. These key boxes provide firefighters with quick, non-destructive access to the building in an emergency.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Supply Permit, and Building Permit.

**Summary:**

1. The applicant shall provide a sidewalk from the northeast corner of the building eastward to Rand Drive.
2. The applicant shall provide pedestrian crossing warning signage along Cannoneer Loop.
3. The applicant shall coordinate with the City Engineer when locating any proposed light poles to ensure that they do not impede fire department access.
4. The applicant shall provide the Engineering Department with copies of all correspondence with NYSDEC regarding the SWPPP.
5. The applicant shall provide a rip rap apron at the storm sewer outlet.
6. The applicant shall revise the labeling of the manhole/catch basin at the south end of the fire road on C103 and C104.
7. The applicant shall provide copies of all correspondence with NYSDEC regarding the SPDES permit.
8. The applicant shall provide an updated landscaping plan that includes a selection of diversified tree species and quantities for approval by the City Planning Office. The approved landscaping shall be installed prior to issuance of a Certificate of Occupancy.
9. The applicant shall assemble all impacted parcels prior to issuance of a building permit.
10. The applicant shall provide an original survey, stamped and signed by a NYS licensed surveyor.
11. The applicant shall update the plans to depict existing tax parcel lines and labels.
12. The applicant shall revise the plans to provide the Fire Department access to the entire exterior of the building, subject to approval by Code Enforcement.
13. The applicant shall provide KNOX boxes at all secured building entrances.

cc: City Council Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Joe Thesier, 327 Mullin St  
Michael Kaskan, 195 Arsenal St  
David Schissler, 1220 Coffeen St